

Chapter 24

Awards Information Form

ARS uses the Awards Newsletter Information Form to receive information from locations on outside awards given to ARS employees.

Each Management Unit is to provide the Area Office with a form for each outside award received by an employee. The form is filled out and forwarded to the Area Office. The form is then forwarded to the ARS-Information Staff for inclusion in the ARS News Notes electronic newsletter.

Point of Contact: Ms. Olga Lee
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ARS Awards Newsletter Information Form

1) Area: **Northern Plains Area**

2) Date submitted:

3) Person (or group) receiving recognition:

NOTE: Spell out first and/or middle names unless initials are specifically preferred.

If person is retired or no longer with ARS, so indicate. For groups, identify leader if appropriate.

4) Position and/or job title:

5) Office or laboratory and/or research unit:

6) Location:

Phone: ()

7) Award, honor, or distinction (one per form):

NOTE: complete separate form for each award to be mentioned.

8) Organization making award:

9) Is award being shared with others? If so, co-recipient(s) to be mentioned:

NOTE: Include agency, company, or university affiliation for each co-recipient.

If ARS, so indicate and complete separate form for each ARS employee to be mentioned.

10) Reason for recognition:

11) Date and location of presentation:

12) Other information:

Forward to:

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**NPA Locations: Forward form
directly to the Area Office.**